



*Rotonda West*  
A s s o c i a t i o n

**Board of Directors  
Candidate  
Packet**

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**2021**

Candidates for the Rotonda West Board of Directors

Notice of Intent

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I, \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors of Rotonda West Association, Inc. ("RWA").

I understand that I must submit a **Candidate Information Sheet** that contains the information specific in the Rotonda West Association, Inc. Election Committee Rules, Procedures & Political Campaign Guidelines by 12:01 p.m. on Friday, August 13, 2021. I further understand that I am responsible for the accuracy of the information contained in the **Candidate Information Sheet**.

I understand that, pursuant to Section 720.306(9)(b), Florida Statutes, I am not eligible for Board membership if I am delinquent in the payment of any fee, fine, or other monetary obligation to RWA for more than 90 days. I further understand that, pursuant to Section 720.306(9)(b), Florida Statutes, I am not eligible to serve on the Board of RWA if I have been convicted of any felony in this state or in a United States District or Territorial Court or any offense in another jurisdiction which would be considered a felon if committed in this state unless my civil rights will have been restored for a least 5 years as of the date of the Annual Meeting at which I seek election to the Board.

By submitting this **Notice of Intent**, I attest that I will be eligible to serve on the Board of Directors as of the date of Annual Meeting, Thursday, December 2, 2021. I further consent to the RWA conducting or having conducted a criminal investigation to verify compliance with Section 720.306(9)(b), Florida Statutes.

I understand that every effort shall be made by the RWA to maintain the confidentiality of the results of the criminal investigation. However, by signing this **Notice of Intent**, I hereby waive and hold the RWA harmless from any claim, action or suit regarding the criminal investigation.

Signature of Candidate: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Candidate Information Sheet Guide

- **Must include photo of candidate only**
- **No letterhead**
- **Must include:**
  - Name
  - Eligibility to Serve
  - Email Address
  - Phone
- **Background information about yourself**
  - Born, Raised, Lived in
  - Education
  - Working life
  - Moved to Rotonda West – year
  - Family
  - Special Interests
- **Experience**
  - Served on RWA committees, area committees/activities, other
- **Summary**
  - Why do you want to serve?
  - What do you want to accomplish?
  - Other information not covered above?
- **Candidate Information Sheet must be signed**

# Candidate Tips

**A**nnounce your candidacy by submitting a Notice of Intent



**B**rag about your accomplishments in your Candidate Information Sheet

**C**ampaign for election

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- The Notice of Intent and the Candidate Information Sheet should be completed, sealed in an envelope and placed in the lockbox at the RWA office no later than 12:01 p.m. on Friday, August 13, 2021.
  - A proxy may deposit the envelope
  - Sealed envelopes are opened and reviewed by the committee during the Election Committee Meeting on Friday, August 13, 2021 at 1:00 p.m.
  - The candidates' documents will be certified at that meeting
  - If the documents are not in compliance, the candidate will be asked to bring the documents into compliance
  - If the candidate does not attend the meeting and does not bring the documents into compliance, the committee will recommend to the Board that the candidate be disqualified
  - All candidates may contact the Election Committee at [electioncommittee@rotondawest.org](mailto:electioncommittee@rotondawest.org)
  - Envelopes can be requested to be returned, but redeposited envelopes must be returned no later than Friday, August 13 at 12:01 p.m.

# Key Dates and Times for RWA Board of Directors Candidates



Date	Time	Information
Friday, August 13, 2021	12:01 p.m.	Candidates sealed envelope containing Notice of Intent and Candidate Information Sheet must be submitted in the lockbox at the RWA office at 646 Rotonda Circle
Thursday, August 26	2:00 p.m.	Board of Directors Meeting
Monday, September 13 (starting)		Mailing of Annual Meeting Notice Package
Thursday, September 30	7:00 p.m.	Candidate's Night
Sunday, October 3	12:01 p.m.	Political signs can be placed
Wednesday, December 1	5:00 p.m.	All ballots must be received in mail or at the RWA office
Thursday, December 2	5:00 – 5:15 p.m.	Annual Meeting starts
Thursday, December 2	5:00 – 6:30 p.m.	Polls are open for in person voting, votes are counted
Thursday, December 2	7:00 p.m.	Annual Meeting resumes; results of election are announced
Sunday, December 5	12 Noon	All Political Signs must be taken down

ROTONDA WEST ASSOCIATION, INC.  
ANNUAL MEETING AND ELECTION ON DECEMBER 2, 2021

**2021 TIMETABLE**

<b>June 4</b>	Election Committee meeting and Candidate workshop for in person and via Zoom - 9:45 am.
<b>July 15</b>	Election Committee meeting and Candidate workshop for in person and via Zoom - 6:30 p.m.
<b>August 12</b>	Vendor bids for printing election materials decided by BOD
<b>August 13</b>	Candidate materials due by 12:01 pm. Election Committee meeting at 1 pm to open materials submitted by Candidates and provide preliminary recommendations to the BOD.
<b>August 26</b>	Board of Directors reviews candidates and makes decision.
<b>August 31</b>	Manager provides final signed President's letter, signed Notice of Annual meeting and originals of any other documents for mail out, two printouts of membership roster and three sets of mailing labels to WLM.
<b>September 3</b>	All documents due to printer
<b>September 10</b>	All documents back from printer
<b>September 13</b>	Start of Mailing to members
<b>September 30</b>	7:00 p.m. Candidates' Night
<b>December 1</b>	Close of voting no later than 5:00 p.m., received by mail or in person at the office
<b>December 2</b>	Annual Meeting at 5:00 p.m. and adjourns about 5:15 p.m.  5:00 – 6:30 p.m. polls open to allow for in-person voting  7:00 p.m. Annual Meeting resumes